

Lemanu Peleti Mauga
Governor

Talauega E.V. Ale
Lieutenant Governor



Lynn Pulou-Alaimalo
DHR Director

Max Tuitele
Deputy Director,
Personnel/Administration

AMERICAN SAMOA GOVERNMENT
DEPARTMENT OF HUMAN RESOURCES
PAGO PAGO, AMERICAN SAMOA 96799

JOB ANNOUNCEMENT

Job Title: State Planning Coordinator		Posting Date: May 1, 2023	Serial No.: 070-23
Department/Division: Commerce/Urban Planning Development		Closing Date: May 12, 2023	Announcement No.: 070-23
Type of Position: Temporary Appointment	Posting Type: Employment Opportunity/ Open to Public	Pay Grade and Salary Range: GS-11/ \$17,069- \$28,119p.a.	

General Description:

This is a full-time position that is under the general direction and supervision of the Assistant Deputy Director of the Urban Planning & Development Division. The Program Manager/Coordinator is responsible for the successful implementation of the American Rescue Plan Act (ARPA) Economic Development Administration (EDA) State Planning grant program

Key Duties and Responsibilities:

- Lead implementation of preapproved tasks included in the American Samoa EDA State Planning Grant Administration Plan (GAP)
- Collaborate with Territorial Planner and other Department of Commerce (DOC) management to complete task outlined in GAP
- Hire & manage staff as per the GAP
- Develop timely progress reports to include both financial & programmatic reports as required by the EDA grant conditions; communicate reports to DOC leadership as well as well as to the grantor
- Engage Contractual services to support implementation of GAP when needed
- Manage and oversee all contractual engagements entered under this EDA grant program
- Plan, coordinate, and collaborate on outreach programs in support of the GAP
- Conduct presentations on project progress or completion to ASG or DOC Senior Management, public groups, or others as needed
- Support other economic development initiatives promoted by DOC

This is an Equal Employment Opportunity Employer

Department of Human Resources, A.P. Lutali Executive Office Building, Pago Pago, Am Samoa 96799

Ph: (684) 633-4485 / Email: hr@americansamoa.gov / Fax: (684) 633-1139

"Here To Serve"

Knowledge, Skills, and Ability:

- Minimum of 5yrs of direct experience associated with business development in one or more areas such as commercial, manufacturing, and industrial development, and/or experience in community planning and development in a municipal environment
- Equivalent experience combination or experience and additional education or training that provides the knowledge, skills, and abilities to perform this work
- Experience with managing and/or implementing local project is required

Academic and Experience Requirements:

- Applicant must have a Bachelor Degree in related field from an accredited college plus 3 year of work-related experience.
- Years of progressively responsible working experience may be substituted for portion of the academic requirement.
- Salary will be adjusted according to experience

Complete information concerning this vacancy may be obtained from the Personnel Division of the Department of Human Resources, **or please contact the Recruitment unit at 633-4485/633-4000.**

Fa'afetai tele,



Lynn Pulou-Alaimalo
Director, Department of Human Resources